

MODESTO CITY SCHOOLS

Job Description

JC # 10042

ASSISTANT SUPERINTENDENT, SCHOOL LEADERSHIP

OVERALL RESPONSIBILITY

Plan and provide leadership in the District's PK-12 instructional program, in alignment with the District's mission and goals. Strategically ensure all programs/services focus on closing the achievement gap and promote equity for all students. Plan, organize, control, direct, and administer the delivery of the MCS Principals' Leadership Pipeline professional development program and other District-wide responsibilities.

SPECIFIC RESPONSIBILITIES

1. Mentor, coach, direct, and assist Senior Directors of School Leadership in the development of specific plans to meet identified District, State and Federal school targets; assist in determining and acquiring support services, as well as planning and implementing structures to calibrate and support the MCS Principal Coaching Model. *E*
2. Plan, organize, control, direct, and administer the delivery of the MCS Principals' Leadership Pipeline professional development program. *E*
3. Provide focus, direction and support to build capacity of site administrative leadership. *E*
4. Engage stakeholders in collaboration through the process of continuous improvement. *E*
5. Implement all policies and programs related to the educational program at assigned schools. *E*
6. Provide leadership support and overall supervision of the operations of assigned schools. *E*
7. Supervise and evaluate principals at assigned school sites. *E*
8. Assist in the evaluation of all school programs. *E*
9. Provide direction in the development of expectations for student learning. *E*
10. Develop with school principals instructional goals for the school. *E*
11. Provide direction in the development, implementation and evaluation of instructional strategies and state standards to maximize student achievement. *E*
12. Assist in the articulation of instruction within departments and between grade levels. *E*
13. Assist in the development of school level plans for programs requiring approval of the state and/or federal government. *E*
14. Assist in maintaining a quality instructional program and a safe and secure school environment. *E*
15. Act as liaison between building principals and centralized support staff to insure effective use of personnel and resources, and serve as the conduit for streamlining communication about policy, procedures and initiatives from District-level departments. *E*
16. Assist in the interpretation of school programs, curriculum and staff development to the Board of Education, District staff, parents and community. *E*
17. Interpret policies and procedures to school personnel and school community. *E*
18. Assist in the resolution of staff and community issues. *E*
19. Assist in the selection, orientation, supervision and evaluation of personnel. *E*

ASSISTANT SUPERINTENDENT, SCHOOL LEADERSHIP (continued)

SPECIFIC RESPONSIBILITIES (continued)

20. Assist with communicating staffing needs in preschool through 12th grade and work cooperatively with the Human Resources Division in the staffing process and assignment of personnel. *E*
21. Assist principals and staff in interpreting and meeting the differentiated community needs and provide leadership to the schools in interpreting District policy to their communities. *E*
22. Engage site administrators, systematically and continuously, in reflecting on practice and taking steps toward continuous improvement. *E*
23. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
24. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to initiate and to apply Education and Government Codes.
- Knowledge of and ability to apply management, budgeting, and contract administration principles and practices.
- Knowledge of and ability to supervise and evaluate site administration and school programs.
- Knowledge of and ability to apply evaluative instruments and interpretive procedures to assess educational programs.
- Knowledge of and ability to apply problem-solving processes and techniques.
- Knowledge of and ability to develop, implement and evaluate curriculum.
- Knowledge of and ability to understand the social, emotional, intellectual and physical needs of elementary school children.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete, and concise correspondence and reports using correct grammar, syntax, punctuation, and spelling.
- Ability to effectively communicate with a wide variety of stakeholders.
- Ability to speak publicly.

Experience

Minimum Requirements:

- 5 years successful experience as a classroom teacher.
- Successful experience as a principal.

Education/Credential

Minimum Requirements:

- Bachelor's Degree
- Valid Administrative Services Credential

Desirable Qualification:

- Master's Degree
- Doctorate Degree

ASSISTANT SUPERINTENDENT, SCHOOL LEADERSHIP (continued)

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents and relate the spatial distances between objects.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO:

Associate Superintendent, Educational Services or designee

Cabinet Approved: 4/14/20

Board Approved: 4/20/20